

POSITION DESCRIPTION
COUNTY OF BARTHOLOMEW, INDIANA

POSITION: Public Health Emergency Preparedness Coordinator
DEPARTMENT: Health
DIVISION: Public Health Preparedness
WORK SCHEDULE: As scheduled
JOB CATEGORY: PAT (Professional, Administrative, Technological)

DATE WRITTEN: April 2013
DATE REVISED: October 2015

STATUS: Part-time
FLSA STATUS: Exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Bartholomew County provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as Public Health Emergency Preparedness Coordinator for the Bartholomew County Health Department, Public Health Preparedness Division responsible for planning, preparing, and coordinating a public health response to a community wide emergency or disaster.

DUTIES:

Supervises volunteers and staff during an emergency situation, including recommending increases/decreases in staff, providing training/orientation, and planning, delegating, and controlling work assignments.

Reviews and completes grant requirements as required by Indiana State Department of Health (ISDH).

Coordinates with local and state government agencies and local health and medical response organizations to plan a comprehensive response to local emergencies and disasters.

Prepares and updates medical countermeasures dispensing plan for treatment or prophylaxis of community members, operations plans for basic health department functions during emergency, and develops and updates Standard Operating Procedure (SOP) for activating, sustaining and demobilizing public health emergency operations center in response to an identified public health threat.

Updates emergency contact lists for health department staff and emergency response agencies.

Plans and implements drills and exercises, to evaluate the effectiveness of public health emergency response plans and procedures, preparing After Action Reports to analyze and communicate the outcomes of drills and exercises.

Maintains communication with ISDH regarding potential public health threats and emergency planning updates, and reviews and negotiates memoranda of understanding (MOUs) with assisting organizations.

Maintains inventory of emergency response supplies.

Serves on 24-hour call and responds to emergencies from off-duty status.

Performs related duties as assigned.

I. JOB REQUIREMENTS:

Baccalaureate degree in public health, public affairs, emergency management, nursing, natural or sanitary sciences, law enforcement, psychology, sociology, or a related field and a minimum of three (3) years health-related experience in coordinating with government agencies and community organizations.

Must be at least 18 years of age.

Possession of and ability to maintain possession of Federal Emergency and Management Agency (FEMA) and National Incident Management System (NIMS) certifications.

Knowledge of community health services and agencies and ability to plan and evaluate public health emergency preparedness programs.

Working knowledge of coordinating with government agencies and community organizations and familiarity with local emergency response organizations.

Ability to read, interpret and complete ISDH grant requirements.

Ability to apply knowledge of people/locations, plan/layout assigned work projects, and read/interpret detailed prints, specifications, and maps.

Ability to plan and present public speaking presentations, fund raisers, and special events.

Ability to properly operate standard office equipment, including computer and related software applications, copy machine, fax machine, and telephone.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to effectively communicate orally and in writing with co-workers, other County departments, Indiana State Department of Health, representatives of other public health agencies, and members of the general public in a courteous and tactful manner, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to work alone with minimum supervision and with others in a team environment on several tasks at the same time, often under time pressure.

Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.

Ability to occasionally work extended hours and travel out of town for training, but not overnight.

Ability to serve on 24-hour call and respond to emergencies from off-duty status.

Possession of a valid Indiana driver's license and a demonstrated safe driving record.

II. DIFFICULTY OF WORK:

Incumbent performs a variety of emergency preparedness duties according to general policies and guidelines. Independent judgment is required to coordinate emergency preparedness activities and resolve problems. Incumbent performs a range of duties which involve the consideration of several variables, with relationships among them not always obvious.

III. RESPONSIBILITY:

Incumbent is required to make non-routine decisions based upon general policies and guidelines. Supervisory control is limited to specifying general guidelines, with desired results stated. Work is generally reviewed for attainment of objectives, and effect on department goals and objectives.

IV. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments, Indiana State Department of Health, representatives of other public health agencies, and members of the general public for a variety of purposes, including explaining department goals, coordinating specific program activities, and offering professional consultation and advice.

Incumbent reports directly to the Director of Environmental Health.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment and in the field, including sitting/standing/walking at will, driving, close vision, lifting/carrying objects weighing less than 25 pounds, and hearing sounds/communication. Incumbent may be exposed to irate/hostile individuals and have to respond to situations involving potential physical harm to self and others.

Incumbent occasionally works extended hours and travels out of town for training, but not overnight. Incumbent serves on 24-hour call and responds to emergencies from off-duty status.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Public Health Emergency Preparedness Coordinator for the Bartholomew County Health Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements, and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?
Yes _____ No _____

Applicant/Employee Signature

Date

Print or Type Name